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## **CHARTER FOR SENATE LANGUAGE COMMITTEE**

### **1. NAME**

The name of the committee is the Senate Language Committee and hereafter referred to as the Language Committee.

### **2. STATUS**

The Language Committee is a committee of Senate which reports to Senate.

### **3. MISSION AND GOALS**

The Language Committee assists Senate in executing its functions as contemplated in section 24 of the UJ Statute in accordance with the vision, mission, and core values of the University, the principles of corporate governance and within the legal and management framework of the University, focusing on all the strategic goals and subsequent Key Performance Areas and Indicators, with specific reference to the following:

- a) Recognition of the principles on which the University's Language Policy is based as reflected in the University's Language Policy;
- b) Respect for and compliance with the provisions of the Constitution in respect of language rights and language use, as reflected in the University's Language Policy;
- c) Execution of the University's Language Policy;
- d) Excellence in teaching and learning;
- e) Culture of transformation;
- f) A preferred student experience.

### **4. COMPOSITION**

The Senate appoints a Language Committee, the composition of which is determined in consultation with the Council and consists of:

- 4.1 Deputy Vice-Chancellor: Human Resources and Institutional Planning (Chairperson);
- 4.2 Deputy Vice-Chancellor: Academic (or representative);

- 4.3 Deputy Vice-Chancellor: Research, Innovation and Advancement (or representative);
- 4.4 Executive Dean: Faculty of Humanities;
- 4.5 One additional executive dean nominated by the executive deans;
- 4.6 Two Senate members elected by Senate;
- 4.7 A member from the Institutional Forum nominated by the Institutional Forum;
- 4.8 Head: Language Unit;
- 4.9 Two permanent and full time extra-faculty employees representing academic development and support services appointed by the Management Executive Committee;
- 4.10 One member from the University Student Representative Council appointed by the UJ SRC;
- 4.11 Registrar;
- 4.12 The following members are co-opted:
  - 4.12.1 The academic Head of Department: Afrikaans;
  - 4.12.2 The academic Head of Department: English;
  - 4.12.3 The academic Head of Department: African Languages;
  - 4.12.4 The academic Head of School: Languages.

## **5. FUNCTIONS**

- 5.1 The Language Committee functions in accordance with the authority delegated to it by Senate;
- 5.2 The Language Committee facilitates the implementation of the University's Language Policy;
- 5.3 The Language Committee facilitates language development, support and management, and performs *inter alia* the following functions, in accordance with the University's Language Policy:
  - 5.3.1 Establishment of a Language Unit, as well as the monitoring of its functions in accordance with the specifications reflected in the University's Language Policy;
  - 5.3.2 Facilitates the implementation of action plans (including language literacy development), and advises on the resources and institutional structures and other facilities and services required for this, and their most efficient deployment;
  - 5.3.3 Monitors the implementation of language-based activities;
  - 5.3.4 Assesses language policy and practice and advises MEC, Senate and Council;
  - 5.3.5 Inter-institutional, national and international liaison on the use, preservation and development of language in higher education;
- 5.4 Liaison with relevant academic language departments, units and experts.

## **6. SCOPE OF AUTHORITY**

Senate delegates the scope of authority to the Language Committee as it deems fit.

## **7. MEETING PROCEDURE AND REPORTING**

- 7.1 The Language Committee meets at least quarterly (meeting dates set in advance and contained in the University's Year Programme);
- 7.2 The Chairperson of the Language Committee may call an extraordinary or emergency meeting in accordance with the Rules;
- 7.3 The Chairperson may invite persons who are not members to attend meetings, provided that they may participate in discussions but may not vote;
- 7.4 Members of the Language Committee diligently execute their duty of care and fiduciary duty during deliberations and decision-making;
- 7.5 Decision-making is primarily based on the principle of consensus and/or sufficient consensus;
- 7.6 If consensus cannot be reached, the chairperson may decide whether or not a principle/motion is put to the vote, or whether further consultation with the Management Executive Committee is necessary;
- 7.7 When a motion is put to vote, it is carried if a simple majority vote of those present at the meeting has been obtained;
- 7.8 The chairperson has, on any matter, a deliberative vote and, in the event of an equality of votes, also a casting vote;
- 7.9 The University Secretariat provides the secretariat who administers meetings in accordance with the Rules;
- 7.10 The minutes of each meeting are considered at the next meeting;
- 7.11 A quarterly report is submitted to Senate, the Institutional Forum and to Council for noting, ratification or consideration of matters.

## **8. LIFESPAN AND DISSOLUTION OF THE LANGUAGE COMMITTEE**

- 8.1 The members of the Management Executive Committee, the Registrar, the director, executive director and the executive deans, serve by virtue of their office;
- 8.2 Elected members of Senate serve for a term of three years and are eligible for re-election;
- 8.3 Appointed members serve for a term of three years;
- 8.4 The SRC member remains a member for the term of office determined by the SRC when the member has been elected, provided that membership ceases automatically when the student member ceases to be a registered student or a member of the SRC;
- 8.5 A person, who fills a vacancy of an appointed member, holds office for the unexpired period of his or her predecessor's term of office.
- 8.6 The Language Committee may be dissolved by Senate in consultation with the Council and the Management Executive Committee.

Approved by Senate on 14 May 2007

Approved by SENEX (aligned with UJ Statute) on the 2<sup>nd</sup> of March 2011